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Secretary of State
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November 28, 2006

Adams County Canvassing Board
210 West Broadway
Ritzville, WA 99169

Dear Canvassing Board Members:

In accordance with RCW 29A.04.570, the State Election Certification and Training Program conducted a comprehensive review of election procedures in Adams County during the 2006 February Special Election.

The RCW also requires a follow-up visit prior to the next Primary or General Election to verify the County has taken the steps necessary to correct the changes recommended in the review report. This follow-up review was conducted in combination of verbal explanation and reviewing documents.

The following are the conclusions made by the reviewer during the follow-up review.

1. *The reviewer recommended the Auditor's Office revise the verification notice that is sent to voters when there is information missing on the application to register to vote. The reviewer indicated they needed to remove the request for a mailing address because a mailing address is not required to register to vote. A residence address is required.*

The Adams County Auditor's Office revised the verification notice. The Office faxed a copy of the notice to the reviewer who verified the revision.

2. *The reviewer recommended the Auditor's Office revise the confirmation notice sent to voter's when the Office receives information from the post office that the voter has moved. The reviewer indicated they needed to add a warning about cancellation that is required by law.*

The Adams County Auditor's Office revised the confirmation notice. The Office faxed a copy of the notice to the reviewer who verified the revision.

3. *The reviewer recommended the Auditor's Office send the questionnaire to cities, towns and districts prior to May 1, as required by law.*

The Auditor's Office provided the reviewer with a copy of the questionnaire they will send to the districts in 2007. It is dated April 15, 2007.

4. *The reviewer recommended that the Elections Department change their method for internal ballot tabulation testing to ensure that votes are accumulating for each candidate/measure. The new method should provide a unique number of votes for each candidate or option for a measure.*

The Adams County Election Department provided the Office of the Secretary of State with a matrix indicating how they are going to mark the ballots for the Logic and Accuracy test for the 2006 General Election. The matrix indicates the County has made the necessary changes to their method of testing the tabulation system.

5. *The reviewer recommended the Elections Department change their procedures for processing mail ballots received without a signature. They copy the back of the ballot for the voter to sign, but because the design of the envelopes now requires a flap to cover the voter's information, the photocopy only captures the signature line for the voter, but not the affidavit. The voter must sign the affidavit before the Auditor's Office can process the ballot.*

The Auditor's Office has indicated to the reviewer that they have changed their procedures accordingly.

6. *In an all-mail county, the Auditor's Office is required to be a polling place. The reviewer recommended the Auditor's Office post all the information required in polling places in the Auditor's Office.*

The Elections Supervisor has informed the reviewer that they had the required information posted for the Primary Election and will do so for all future elections.

7. *The reviewer recommended the Canvassing Board should add duplication processes to those duties delegated to the Elections Department.*

The Elections Department sent the reviewer a copy of the revised delegation, which include duplication processes.

8. *The reviewer recommended the Canvassing Board update and adopt a new canvassing board manual.*

The Adams County Elections Department has indicated the Canvassing Board has updated and formally adopted a new canvassing board manual.

I commend the Elections Department for their obvious dedication to the election process and their desire to improve an already excellent operation.

If you have any questions, please feel free to contact me at tbuckles@secstate.wa.gov or 360.902.4159.

Sincerely,



Tracy Buckles
Elections Program Specialist
Elections Certification and Training Program